

AMERICAN EMBASSY MALABO, Equatorial Guinea

Vacancy Announcement

No. 2010-017	Date: November 30, 2010	Ref: A53402
Subject:	ACCOUNTING TECHNICIAN	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates
POSITION: Accounting Technician FSN-7
OPENING DATE: November 30, 2010
CLOSING DATE: December 14, 2010
WORK HOURS: Full-time; 40 hours/week
SALARY: 8,595,774 XAF p.a.
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

NOTE:

- ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ a suitable and qualified candidate for the position of **ACCOUNTING TECHNICIAN**.

BASIC FUNCTION OF POSITION

Incumbent serves as Post's Budget and Accounting technician. Incumbent is responsible for assisting the senior staff in helping formulate budgets, allotment accounting and financial program planning to ensure that post stays within the budgets as provided by Washington offices. Maintains accounts for designated obligations; posts accounting transactions to ledgers and is responsible for accounts receivables. Reviews reports to verify accuracy of transactions and reconciles accounts. Incumbent also assists with processing vouchers.

POSITION REQUIREMENTS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

1. **Education:** A university degree in Accounting, Finance, Economics or related field is required.
2. **Experience:** At least 2 years experience in the field of accounting, bookkeeping, finance or related work is required.
3. **Language Proficiency:** Level III fluency speaking/reading English and Spanish are required.
4. **Job knowledge:** Must have a thorough knowledge of the budget, fiscal and operational aspects of a moderately to large sized organization. Must be conversant with sound and generally accepted accounting practices. Knowledge of EG banking environment and tax regulations is a requirement.
5. **Skills and Abilities:** Must be able to read and interpret fairly complex regulations in English. Must be able to articulate clearly (orally and in writing) accounting issues and relationships between functions/programs/projects and funding options. She/he should be at ease with calculators and adding machines as well as with computers. Good mathematics skills are

required. must be computer literate; good working knowledge of MS Word, MS Excel, Windows, Internet and other computer tools is required. She/he must be able to work in a multitasking environment. Must be able to learn and operate USG propriety software like COAST and WINACS. Ability to understand the basic requirements of applicable regulations and procedures.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit their applications according to the recommendations below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**); available at the Embassy Gate and Internet Web site. This form must be completed in English;
 2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the requirements of the position as listed.
 3. Indicate position title and vacancy announcement number on the top right corner of the envelope or application form.
 4. If applying by email, indicate the position title and vacancy announcement number on the subject line at the following address: malaboapplicant@state.gov
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO:

Embassy of the United States of America,
KM-3 Carretera de Aeropuerto (El Paraíso),
Malabo - Equatorial Guinea

or malaboapplicant@state.gov

POINT OF CONTACT

Tel: (+240) 333-098 895, HR Section

DEFINITIONS

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:
 - Have US citizen;
 - Be at least age 18;
 - Be listed as a spouse or dependant on the travel orders of a Foreign, Civil Service or uniformed service member permanently assigned to, or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; and either
 - Be resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
 - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

CLOSING DATE FOR THIS POSITION DECEMBER 14, 2010

AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Malabo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.